



Submittal Process

SUBMITTALS



Submittals are required by the contract in order to regulate the timely flow of materials to be incorporated in the work.



SUBMITTALS



Submittals are necessary to prove that the proposed materials are in compliance with the contract.



SUBMITTALS



All required submittals must be provided by the contractor in time to allow for the review, approval, procurement, delivery, and performance of the preparatory phase of the 3-phases of control before it is needed for construction.

SUBMITTALS



- EXAMPLE : Distribution Box needed by December 1



- 8 – 10 Non-work days and any holidays

PLAN AHEAD

SUBMITTALS



QC RESPONSIBILITY

- Submittal process is part of your QC Plan.
- Assure that on-site management and the designer of record (if applicable) remains attentive to submittal procedures at all times.
- Responsible for thorough review to ensure submittals are in full compliance with contract requirements.

SUBMITTALS



- **Quality Control Manager assures that work must **NOT** be permitted to begin without properly approved submittals.**



Submittal Classifications



- **Government Approved (GA or G)**
 - 100% reviewed
- **For Information Only (FIO)**
 - At least 10% reviewed
 - Reliance on QC Manager! ... Partnering!

Submittal Classifications



- **Government Approved (GA or G)**
 - Extension of Design — (example: Fire Alarm System, Prefabricated Building, Structural Steel Drawings)
 - Critical Materials
 - O&M Manuals
 - Equipment that must be checked for compatibility with the entire system
 - Variations
- **For Information Only (FIO)**
 - All other submittals

Submittals for a Project



- **Each section of the technical specifications specifies:**
 - Submittals required
 - Whether each requires Government approval (GA)
 - Submittals are grouped by submittal descriptions (SDs)

Submittals for a Project



Lightweight Aggregate Concrete

Written recommendations from lightweight aggregate supplier on batching and mixing cycles.

Dry Shake Finish

Manufacturer's written instructions on application of dry shake material 15 days prior to start of construction.

SD-04 Samples

Surface Retarder

Sample of surface retarder material with manufacturer's instructions for application in conjunction with air-water cutting.

SD-06 Test Reports

Testing and Inspection for Contractor Quality Control[; G][; G,
[_____]]

Certified copies of laboratory test reports, including mill tests and all other test data, for portland cement, blended cement, pozzolan, ground granulated blast furnace slag, silica fume, aggregate, admixtures, and curing compound proposed for use on this project.

SD-07 Certificates

Qualifications

Written documentation for Contractor Quality Control personnel.

1.5 QUALIFICATIONS

Contractor Quality Control personnel assigned to concrete construction shall be American Concrete Institute (ACI) Certified Workmen in one of the following grades or shall have written evidence of having completed similar qualification programs:

Concrete Field Testing Technician, Grade I
Concrete Laboratory Testing Technician, Grade I or II
Concrete Construction Inspector, Level II

Concrete Transportation Construction Inspector or
Reinforced Concrete Special Inspector, Jointly certified by American Concrete Institute (ACI), Building Official and Code Administrators

Submittal Reviews by AED



- **Government Approved**

- A – approved
- B – approved, except as noted
- C – approved, except as noted, must resubmit
- E – disapproved, must resubmit

- **For Information Only**

- F – receipt acknowledged
- FX – received, does not comply with specs, must resubmit

Types of Submittals (QCS)



Quality Control System - AED-WK-KAB-4943 [Site ID EYJAYJFH]

File Options Help

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Government Library - USACE - Submittal Types *(Read Only)*

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[Labor Classifications](#)

View Find

SD No.	Abb. Title	Full Title
01	PRECON SUBMTL	PRECONSTRUCTION SUBMITTALS
02	SHOP DRAWINGS	SHOP DRAWINGS
03	PRODUCT DATA	PRODUCT DATA
04	SAMPLES	SAMPLES
05	DESIGN DATA	DESIGN DATA
06	TEST REPORTS	TEST REPORTS
07	CERTIFICATES	CERTIFICATES
08	MFRS INSTR	MANUFACTURER'S INSTRUCTIONS
09	MFRS FLD REPT	MANUFACTURER'S FIELD REPORTS
10	O&M DATA	OPERATIONS AND MAINTENANCE DATA
11	CLOSEOUT SUBMTL	CLOSEOUT SUBMITTALS
12	DATA	DATA
13	SUBMITTAL REG	SUBMITTAL REGISTER
14	PROGRESS RPTS	PROGRESS REPORTS
15	DRAWINGS	DRAWINGS
16	SURVEY DATA	SURVEY DATA
17	INSTRUCTIONS	INSTRUCTIONS
18	SCHEDULES	SCHEDULES

You also see a drop-down list when you are making a transmittal form.

Submittal Types



SD-01 Preconstruction Submittals include:

- Initial Construction Progress Schedule (cost-loaded)
- Initial Submittal Register (generated in QCS)
- Accident Prevention Plan
- Quality Control Plan (construction and design)
- Environmental Protection Plan

Submittal Types



- **SD-02 – Shop Drawing Submittals include:**
 - Drawings
 - Schedules
 - Diagrams
 - Other data prepared specifically for the contract by contractor or through subcontractor, manufacturer, supplier, distributor.

Submittal Types



- **SD-03 – Product Data Submittals include:**

- Manufacturer's Descriptive Literature
- Catalog Data
- Brochures
- Pre-printed material not prepared exclusively for the contract.
- Can include samples of warranty language when the contract requires extended product warranties.

Definitions of other SD numbers can be found in the QCS User Guide

What is the Submittal Register?



- Eng Form 4288-R
- Keeps track of submittal status
 - Shows link to pay activities
 - Shows Transmittal numbers
 - Shows dates
 - ~ When submitted to government
 - ~ When returned to contractor

A submittal register is produced when all data is input into QCS and RMS

Submittal Register



- **Design-Bid-Build**

- Govt. supplies the submittal register
- The register is nearly complete at the beginning of the project

- **Design-Build**

- Contractor develops the submittal register
- Register must grow as design progresses
- Reviewed and approved by the Government

Submittal Register



- Submittal activities may be required to be incorporated into the construction schedule in order that the submittal progress can be tracked in conjunction with the overall progress.
- Care must be taken that the schedule accurately reflects the status on the submittal register.

Submittal Register (QCS)



SUBMITTAL REGISTER				(ER 415-1-10)		TITLE AND LOCATION ANA Garrison Garbari Phase 2,Jalalabad, Afghanistan						DATE 29 Sep 2009			
						CONTRACTOR DynCorp International LLC				CONTRACT NUMBER W917PM-08-C-0076 NA					
ACTIVITY No.	TRANS-MITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION	REVIEWER		CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION	
						FIO GA, DA or CR	OFFICE / NAME	SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE	
SECTION - 00400 Representation/Certifications/Statment															
0002AA	1	1	00400 1.1	NCCL Laboratory Certificate	CERTIFICATES	FIO						A	07 Feb 09	F	07 Feb 09
0006AF	2	2	00400 1.1	Certification of Rise Laboratory	CERTIFICATES	GA	RO	DURHAM, DAMON				A	06 Jul 09	A	06 Jul 09
0004AK	3	5	00400 1.1	Pre Qualification & Technical Manual	CERTIFICATES	FIO	RO	DURHAM, DAMON				A	05 Sep 09	F	11 Sep 09
SECTION - 01010 Summary Of Work															
0001AA	1.1	1	01010 4.1	General Master Plan	DESIGN DATA	GA	RO	DURHAM, DAMON				A	07 Mar 09	B	07 Mar 09
	1	2	01010 4.1	Topographic Survey	SURVEY DATA	GA	RO	DURHAM, DAMON				A	24 Sep 08	A	08 Oct 08
SECTION - 01335 Submittal Procedures For Design-Build Project															
0001AA	1	1	01335 1.2.1	35% Design Package	DESIGN DATA	GA	RO	DURHAM, DAMON				A	18 Dec 08	B	08 Jan 09
0001AA	2.1	2	01335 1.2.1	65% Design Package	DRAWINGS	GA	RO	GREEN, ROGER A				A	07 Jul 09	C	31 Jul 09
0001AA	2.2	3	01335 1.2.1	65% Design Package (2nd ReSubmittal)	DESIGN DATA	GA						A	18 Sep 09		
SECTION - 01400 QC Plan															
	1	1	01400 3.3	Quality Control Plan	QLTY ASSUR PLN	GA	RO	DURHAM, DAMON				A	24 Sep 08	A	08 Oct 08
SECTION - 01451 QC Resume															
	1	1	01451 3.4.2	QCM Resume	CERTIFICATES	GA	RO	DURHAM, DAMON				A	15 May 09	A	17 May 09
SECTION - 01525 Safety & Occupational Heath Requirement															
	1	1	01525 1.8	Accident Prevention Plan	PROTECTION PLAN	GA	RO	DURHAM, DAMON				A	24 Sep 08	B	08 Oct 08
	2	2	01525 1.2	Security Plan	SAFETY CONSID	GA	RO	DURHAM, DAMON				A	24 Sep 08	A	08 Oct 08
SECTION - 02315 Excavation, Filling & Backfilling Building															
0004AG	1	1	02315 1.11	Filling and Backfilling Material	TEST REPORTS	FIO						A	18 Jan 09	F	18 Jan 09
SECTION - 02510 Water Distribution System															
0004AD	1	1	02510 2.2.1.1	PVC Fittings (Polyfit)	PRODUCT DATA	FIO	RO	DURHAM, DAMON				A	30 Aug 09	F	31 Aug 09
SECTION - 02531 Sanitary Sewers															
0003AB	1	1	02531 2.2.1.1	UPVC Plastic Pipes (Royal Products)	PRODUCT DATA	GA	RO	GREEN, ROGER A				A	11 Jan 09	F	18 Jan 09
0003AB	2	2	02531 2.2.1.1	UPVC Plastic Pipes (Milli Factory)	PRODUCT DATA	GA	RO	GREEN, ROGER A				A	11 Jan 09	F	18 Jan 09
SECTION - 02722 Aggregate Base Course															
0006AF	1	1	02722 1.4.2.1	Base Course Mix Design	MIX DESIGN	GA	RO	DURHAM, DAMON				A	16 Jul 09	A	16 Jul 09
SECTION - 02741 02741															
0006AF	1	1	02741 2.3	Mix Design of Asphalt	MIX DESIGN	GA	RO	DURHAM, DAMON				A	16 Jul 09	B	16 Jul 09
SECTION - 02748 Bituminous Tack and Prime Coats															
0006AF	1	1	02748 2.3	Asphalt Binder Course	MIX DESIGN	DA						A	04 Aug 09	A	04 Aug 09
0006AF	2	2	02748 2	Bituminous Tack and Prime Coats	TEST REPORTS	FIO						A	01 Aug 09	A	04 Aug 09
SECTION - 03100 Structural Concrete Formwork															
0004AC	1	1	03100 2.1.2	Form Releasing Agent	PRODUCT DATA	FIO						A	13 Jan 09	F	18 Jan 09
SECTION - 03200 Concrete Reinforcement															
RANGE : ALL										SORT : SECTION & ITEM					

Submittal Register



Details for Submittal Item [1]

Close

Section No. 02770

Section Title Concrete Sidewalks, Curbs and Gutters

Item No. 1 0

Item Description Concrete Mix Design

Paragraph 3.1.1

Approval Requirement

Classification

☒ For Information Only
 ☐ DA / CR
 ☐ Government Approval
 ☐ DA / GA
 ☐ DA - Designer of Record Approval
 ☐ CR - Government Conformance Review of Design

Primary Contractor Reviewer

SysAdmin

Primary Government Reviewer

AED TRAINING

Drawing S-101

Submittal Type

03 ... PRODUCT DATA

Submittal Schedule

Required for Activity

0003 ... Masonry Building Complete

Submittal need dates based on Activity Start Date.

US Army Corps
of Engineers

Contractor Pay Request No. 1

14 Apr 2009

Champion Technical Training Center
TRNING PROJ 02 NA

Activity Number	Description	Total Amount	Previous Paid	Requested	Allowed
0003	Masonry Building Complete	\$130,000.00	0 %	100 %	_____ %
Contractor	Subcontractor: Not assigned to this activity				
	Activity not reported started or finished				
	Submittal 02770 #1 Concrete Mix Design				Not submitted
	QC Punchlist Item QC-00001 Hallway: Broken tile needs replaced in front of room 200				Not Reported Corrected
	QC Punchlist Item QC-00002 Bathroom: Faucet is loose				Not Reported Corrected

Submittal Review



- Typically 14 days
- Submittal reviews must be coordinated with your Corps field office (COR)
 - Number of hard copies and where to send
 - QC Manager reviews
 - Govt. will compare submittals to project specifications, to include referenced building codes and standards

Transmittal Form



TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE <small>(Read instructions on the reverse side prior to initiating this form)</small>					DATE		TRANSMITTAL NO.	
SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS <small>(This section will be initiated by the contractor)</small>								
TO:			FROM:		CONTRACT NO.		CHECK ONE: <input type="checkbox"/> THIS IS A NEW TRANSMITTAL <input type="checkbox"/> THIS IS A RESUBMITTAL OF TRANSMITTAL _____	
SPECIFICATION SEC. NO. <small>(Cover only one section with each transmittal)</small>			PROJECT TITLE AND LOCATION				CHECK ONE: THIS TRANSMITTAL IS FOR <input type="checkbox"/> FIO <input type="checkbox"/> GOV'T. APPROVAL	
ITEM NO.	DESCRIPTION OF ITEM SUBMITTED <small>(Type size, model number/etc.)</small>	MFG OR CONTR. CAT., CURVE DRAWING OR BROCHURE NO. <small>(See instruction no. 8)</small>	NO. OF COPIES	CONTRACT REFERENCE DOCUMENT		FOR CONTRACTOR USE CODE	VARIATION <small>(See instruction No. 6)</small>	FOR CE USE CODE
				SPEC. PARA. NO.	DRAWING SHEET NO.			
a.	b.	c.	d.	e.	f.	g.	h.	i.
REMARKS					I certify that the above submitted items have been reviewed in detail and are correct and in strict conformance with the contract drawings and specifications except as other wise stated. <div style="text-align: right;">_____ NAME AND SIGNATURE OF CONTRACTOR</div>			
SECTION II - APPROVAL ACTION								
ENCLOSURES RETURNED <small>(List by Item No.)</small>			NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY			DATE		

Transmittal Form



- Transmittal Numbers
 - Spec. Section - #
 - ~ e.g. 01451-1, 01451-2, 01451-3, ...
 - Resubmittals for 01451-1
 - ~ 01451-1.1, 01451-1.2, 01451-1.3, ...
- A transmittal can include multiple items, but all items should be from the same Specification Section

Technical Specifications



- Unified Facilities Guide Specification (UFGS)
 - Master Format 1995
 - ~ Section Number 02840, "Active Vehicle Barriers"
 - Master Format 2004
 - ~ Section Number 34 71 13.19, "Active Vehicle Barriers"
- Guide specifications are used to develop the contract technical specifications

Specification Sections (QCS)



Quality Control System - AED-WK-KAB-4943 [Site ID EYJAYJFH]

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View Find

MasterFormat 1995 MasterFormat 2004

Section	Section Name
00100	Instruction To Bidders
00200	Bid/Proposal Form
00200A	Another Test Created in Gov Lib
00250	Construction Agreement
00276	GEOTEXTILE FABRICS
00300	Subcontractor List
00350	DBE Utilization Report
00400	Representations/Certifications/Statement
00500	Instruction To Bidders
00600	Supplemental Instructions to Bidders
00700	Contract Clauses
00800	Special Clauses
01000	General Requirements
01010	Summary Of Work
01025	Measurement and Payment

Specification Sections (QCS)



Quality Control System - AED-WK-KAB-4943 [Site ID EYJAYJFH]

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View Find

MasterFormat 1995 **MasterFormat 2004**

Section	Section Name
00 00 00	Procurement and Contracting Requirements
00 01 01	Project Title Page
00 01 05	Certifications Page
00 01 07	Seals Page
00 01 10	Table of Contents
00 01 15	List of Drawing Sheets
00 01 20	List of Schedules
00 10 00	Solicitation
00 11 00	Advertisements and Invitations
00 11 13	Advertisement for Bids
00 11 16	Invitation to Bid
00 11 19	Request for Proposal
00 11 53	Request for Qualifications
00 20 00	Instructions for Procurement
00 21 00	Instructions

Conversion 1995 to 2004



1995	DIVISION 1	GENERAL REQUIREMENTS
	DIVISION 2	SITE CONSTRUCTION
	DIVISION 3	CONCRETE
	DIVISION 4	MASONRY
	DIVISION 5	METALS
	DIVISION 6	WOOD AND PLASTICS
	DIVISION 7	THERMAL AND MOISTURE PROTECTION
	DIVISION 8	DOORS AND WINDOWS
	DIVISION 9	FINISHES
	DIVISION 10	SPECIALTIES
	DIVISION 11	EQUIPMENT
	DIVISION 12	FURNISHINGS
	DIVISION 13	SPECIAL CONSTRUCTION
	DIVISION 14	CONVEYING SYSTEMS
	DIVISION 15	MECHANICAL
	DIVISION 16	ELECTRICAL
2004	49 Divisions	(first 14 Divisions remained the same)

Conversion 1995 to 2004



UFGS MasterFormat 1995 to MasterFormat 2004 Conversion Table - Windows Internet Explorer

http://si.ksc.nasa.gov/sidownloads/ufgs/UFGSMF95mf04Conv.htm

UFGS MasterFormat 1995 to MasterFormat 2004 Con...

UFGS MasterFormat 1995 to MasterFormat 2004 Conversion Table

1 April 2006
(Includes Planned NASA Section Number Updates as of 4 April 2006)

Previous Section Number	UFGS Section Title as Published in January, 2006	Preparing Activity	MasterFormat 2004 Number	New Title (if applicable)
DIVISION 00	PROCUREMENT AND CONTRACT REQUIREMENTS			
00101	BID SCHEDULES	NAVFAC	00 41 00	
00102	LIST OF DRAWINGS	NAVFAC	00 01 15	
00120	SUPPLEMENTARY INSTRUCTIONS TO BIDDERS	NAVFAC	00 22 13	
DIVISION 01	GENERAL REQUIREMENTS			
01011	SPECIAL CONDITIONS FOR GUANTANAMO BAY PROJECTS	NAVFAC	00 73 01	
01013	SPECIAL CONDITIONS FOR ICELAND PROJECTS	NAVFAC	00 73 02	
01014	SPECIAL CONDITIONS FOR AZORES PROJECTS	NAVFAC	00 73 03	
01015	SPECIAL CONDITIONS FOR PROJECTS IN MEDITERRANEAN AREA	NAVFAC	00 73 04	
01110	SUMMARY OF WORK	NAVFAC	01 11 00	
01110S	SUMMARY OF WORK	NASA	01 11 10.00 40	
01140	WORK RESTRICTIONS	NAVFAC	01 14 00	
01150	SPECIAL PROJECT PROCEDURES	NAVFAC	01 35 13	
01150S	SPECIAL PROJECT PROCEDURES	NASA	01 35 13.00 40	
01200N	PRICE AND PAYMENT PROCEDURES	NAVFAC	01 20 00.00 20	
01240A	COST AND PERFORMANCE REPORT	USACE	01 20 01.00 10	
01270A	MEASUREMENT AND PAYMENT	USACE	01 22 00.00 10	
01310	ADMINISTRATIVE REQUIREMENTS	NAVFAC	01 30 00	
01312A	QUALITY CONTROL SYSTEM (QCS)	USACE	01 45 02.00 10	
01315S	PROJECT MEETINGS	NASA	01 31 19.00 40	
01320A	PROJECT SCHEDULE	USACE	01 32 01.00 10	
01320N	[DESIGN AND] CONSTRUCTION PROGRESS DOCUMENTATION	NAVFAC	01 32 16.00 20	
01321N	[DESIGN-BUILD] NETWORK ANALYSIS SCHEDULES (NAS)	NAVFAC	01 32 17.00 20	
01322	WEB BASED CONSTRUCTION MANAGEMENT (WEBCM)	NAVFAC	01 31 23	
01330	SUBMITTAL PROCEDURES	NAVFAC	01 33 00	
01351	SAFETY, HEALTH, AND EMERGENCY RESPONSE (HTRW/UST)	USACE	01 35 30	
01355A	ENVIRONMENTAL PROTECTION	USACE	01 57 20.00 10	
01356A	STORM WATER POLLUTION PREVENTION MEASURES	USACE	01 57 23.00 10	
01411S	GENERAL SAFETY REQUIREMENTS	NASA	01 35 23.00 40	
01415	METRIC MEASUREMENTS	USACE	00 31 10	
01420	SOURCES FOR REFERENCE PUBLICATIONS	USACE	01 42 00	
01450A	CHEMICAL DATA QUALITY CONTROL	USACE	01 35 45.00 10	
01450N	CONSTRUCTION QUALITY CONTROL	NAVFAC	01 45 00.00 20	
01450S	QUALITY CONTROL	NASA	01 45 00.00 40	

Internet 100%

<http://si.ksc.nasa.gov/sidownloads/ufgs/UFGSMF95MF04Conv.htm>

Websites



Conversion from 1995 Specifications to 2004

<http://si.ksc.nasa.gov/sidownloads/ufigs/UFGSMF95mf04Conv.htm>

UFGS Publications – Other Important COE publications

<http://www.hnd.usace.army.mil/techinfo/engpubs.htm>



Adding Items to Submittal Register

Adding a submittal item to the submittal register

Submittals

Submittal Register

Add

Select Section ...

Enter Description

Select "GA" for "Government Approval"
Select "FIO" for "For Information Only"

Enter Submittal Type ...

Enter Activity ...

Close

The screenshot shows the 'QCS Contract Menu' software interface. The 'Submittal Register' window displays a table of submittal items. The 'Details for Submittal Item' window is open, showing fields for Section No., Item No., Item Description, Paragraph, Drawing, Submittal Type, Submittal Schedule, and various dates and periods.

Section	Item No.	Description	SD No.	QC Code	Received by Government	QA Code	Sent to Contractor
01525	1	Accident Prevention Plan (APP)	19	A	10/21/2005	B	10/25/2005
01525	2	Activity Hazard Analysis	19	A	10/21/2005	B	10/25/2005
01525	3	Crane Critical Lift Plan	19	A	10/21/2005	F	11/11/2005
01525	4	Accident Report	20				
01525	5	Monthly Exposure Reports	20				
01525	6	Regulatory Citations and Violations	20				
01525	7	Crane Reports	20	A	10/31/2005	F	02/10/2006
01525	8	Confined Space Entry Permit	20				
01525	9	Certificate of Compliance	07				
01525	9.1	CRANE OPERATOR CERTIFICATI	07	A	10/31/2005	F	12/19/2005

Transmittal Number	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
01525-1		A	10/21/2005	B	10/25/2005

Details for Submittal Item [0] - Bonneville FGE & VBS Modifications

Section No. 03307 Section Title Concrete for Minor Structures

Item No. 12 Item Description Finishing Paragraph 3.3

Approval Requirement

Classification

- ☒ For Information Only
- ☐ Government Approval
- ☐ DA - Designer of Record Approval
- ☐ CR - Government Conformance Review of Design

Primary Contractor Reviewer RRF

Primary Government Reviewer/Office Eric A. Arndt
Portland District Eng/Const

Drawing S-13 Submittal Type 02 SHOP DRAWINGS

Submittal Schedule

Required for Activity 10005A VBS Guides (For Use During The Following WS)

Submittal need dates based on Activity Start Date 03/01/2006A

Material Delivery Lag/Lead 0 Days Material Needed by 03/01/2006

Procurement Period 0 Days Approval Needed by 03/01/2006

Government Review Period 14 Days Submit Needed by 02/15/2006

Preparing a Transmittal



Preparing a Transmittal to send to the Government

